

☐ UNCLASSIFIED☐FINAL  
USE ONLY☐

CONFIDENTIAL

☐

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Security

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/IRS/DD/A

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

☐

SECRET

☐

CONFIDENTIAL

☐

USE ONLY

☐

UNCLASSIFIED